

THE MICHIGAN HIGHLY QUALIFIED
TEACHER
CONTENT AREA PORTFOLIO GUIDELINES

DEVELOPED IN ACCORDANCE WITH CRITERIA
PROVIDED BY
THE NO CHILD LEFT BEHIND (NCLB) ACT OF 2001

MICHIGAN DEPARTMENT OF EDUCATION

THOMAS D. WATKINS, JR.
SUPERINTENDENT OF PUBLIC INSTRUCTION

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THE MICHIGAN HIGHLY QUALIFIED TEACHER CONTENT AREA PORTFOLIO GUIDELINES

The Michigan Department of Education (MDE) has developed the “Michigan Content Area Portfolio Guidelines” in compliance with the *No Child Left Behind* (NCLB) Act of 2001 in order to assure that experienced teachers of core academic subjects who were not required to take the Michigan Test for Teacher Certification (MTTC) meet the highly qualified definition. Elementary and secondary teachers who have taken and passed the MTTC meet the NCLB highly qualified definition. Also, middle and secondary (grades 6-12) teachers who are assigned to teach in their academic majors are considered highly qualified. **Those assigned to teach in their minor subject area endorsements or in endorsements or subjects for which they have completed course credits that are equivalent to a minor or less than a minor may use the content/subject portfolio assessment as one option under the high objective uniform state-standard of evaluation (HOUSE) as a means of demonstrating that they are highly qualified. A separate portfolio must be submitted for each subject.**

Each local district, intermediate school district (ISD), and public school academy (PSA) must provide an assurance and documentation that all teachers are highly qualified by the end of the 2005-06 school year. The document entitled “Michigan’s Definition of Highly Qualified Teachers” provides detailed information on the various requirements of NCLB. This document is available at the MDE website under State Board of Education policies (April 2003): www.mi.gov/mde.

MICHIGAN CONTENT /SUBJECT AREA PORTFOLIO GUIDELINES

The guidelines are developed as a high objective uniform state-standard of evaluation (**HOUSE**) designed to award teachers for their years of teaching, service to the profession, and professional development. A teacher who selects the portfolio assessment option must have the portfolio reviewed by the local professional development assessment team/school improvement team. **It is a local decision to determine the appropriate composition of the local assessment team. The assessment team must determine the teacher’s subject matter content competency based on the Michigan portfolio guidelines. The teacher must demonstrate competency in each of the following categories:**

- Years of successful teaching experience
- College level coursework in the content area
- Service to the content area
- Content specific professional development activities

The content specific professional development activities section of the portfolio must also include a reflection on how the combination of professional activities has been translated into improvement of teaching practice and/or classroom instructional strategies.

The portfolio, the team assessment, and the portfolio assessment report must be filed with the local district by June 30, 2006.

MDE APPROVAL OF THE LOCAL PORTFOLIO ASSESSMENT PROCESS

Each local district that wishes to implement the content portfolio option to teachers must submit its process and forms to the MDE for approval at least 30 days prior to implementation. If the district selects to use the MDE Portfolio Guidelines as its assessment, then a letter notifying the MDE of this decision replaces the approval request. Please submit portfolio approval requests or notification letters to:

Dr. Frank Ciloski
Supervisor of Client Services
Office of Professional Preparation Services
Michigan Department of Education
P.O. Box 30008
Lansing, MI 48909

MICHIGAN CONTENT AREA PORTFOLIO GUIDELINES

(Pursuant to requirements mandated by Federal No Child Left Behind Legislation)

Following are the four categories in which competency must be demonstrated by teachers who select the content portfolio assessment as a means of meeting the highly qualified definition for teaching in a minor subject area endorsement. Each content/subject area portfolio must be reviewed by the local professional development assessment team/school improvement team. A separate portfolio must be submitted for each minor subject area endorsement.

Teaching Experience

The assessment must be based on a maximum of five years of successful teaching experience as evidenced by documentation of local employment history and current status. Teaching experience must be in the content/subject area.

College Level Course Work in the Content/Subject Area

Must be content specific or related to the subject area endorsement held on the Michigan teaching certificate. General education courses should not be considered.

Service to the Content/Subject Area

Must be content specific to the subject area endorsement and may include the following activities:

- Served as a Department chair or team leader
- Served as a Mentor teacher
- Served as a cooperating teacher for student teacher
- Served as an officer in a regional, state, or national professional content organization
- Served as a content instructor at an institution of higher education
- Served as a recognized content specialist at the district level
- Served as a National Board assessor
- Served as a member of a district/building school improvement team

Content Specific Professional Development Activities

Must be content specific to the subject area endorsement and may include the following activities:

- Served on a committee that developed, selected or evaluated content standards
- Served on a committee that aligned local content standards with state standards
- Served on a committee to develop, validate or evaluate content assessments
- Participation at local, regional, or state professional development seminars or workshops
- Completion of the portfolio assessment for National Board Certification
- Participation in an action research study group
- Served as a content presenter at an educational conference

NOTE: Some professional development activities may be interchangeable with service to the content area, but cannot be used as both. Also, the list of activities above is not exhaustive. There may be other activities that the teacher may want to add.

WHAT TO INCLUDE IN THE TEACHER CONTENT/SUBJECT PORTFOLIO

Following are suggestions on what may be included in the content portfolio.

Section I: Teaching Experience

- Background information: Educational Philosophy
- Resume and/or Credentials (teaching license, transcripts)
- Local content assignment as evidenced by the local class schedule for the past five years
- Provide evidence of successful teaching in the content/subject area endorsement
- Other relevant artifacts that the teacher feels are important as evidence of quality teaching experience (may include letters of support from parents, students, administrators, etc.)

Section II: College Level Coursework

- Identification of content/subject specific coursework that has contributed to gaining knowledge and understanding of the subject assigned to teach
- Teaching artifacts: provide at least 3 consecutive lesson plans showing the implementation of the Michigan curriculum framework for the subject assigned to teach
- Include samples of student work or activities (student identity must remain anonymous)
- Include examples of activities to gain feedback on student learning (student identity must remain anonymous)

Section III, Service to the Content Area:

- Documentation of participation in content specific service activities (please include beginning and ending dates—must be within the past five years)
- Activities may include, but are not limited to the following
 1. Service as a department chair or team leader
 2. Service as a mentor teacher
 3. Service as a cooperating teacher for student teachers
 4. Service as an officer in a regional, state, or national professional content organization
 5. Service as a content instructor at an institution of higher education
 6. Service as a recognized content specialist at the district level
 7. Service as a National Board Assessor
 8. Service as a content presenter at an educational conference

Section IV, Participation in Quality Professional Development Activities:

- Please provide a list or description of each quality professional development activity in the content/subject area attended in the last five years
- **Reflection** on how your teaching experience, content coursework, service to the content and participation in professional development activities in the content have been translated into improvement of your teaching practice and/or classroom instructional strategies

Michigan Content/Subject Portfolio Assessment Team Evaluation Form

TEACHER'S NAME: _____

EMPLOYING SCHOOL DISTRICT: _____

CORE ACADEMIC SUBJECT BEING ASSESSED: _____
(A separate portfolio must be completed for each minor subject area endorsement)

COMPETENCY FACTOR	RATING
Successful Teaching Experience (The teacher has provided documentation/artifacts to support his/her teaching experience in the specific content)	<input type="checkbox"/> Demonstrates Competency <input type="checkbox"/> Competency not Demonstrated
College Level Coursework in the Content Area (The teacher has completed sufficient coursework in the specific content)	<input type="checkbox"/> Demonstrates Competency <input type="checkbox"/> Competency not Demonstrated
Service to the Content Area (The teacher has participated in professional activities directly related to the support and commitment to the specific content)	<input type="checkbox"/> Demonstrates Competency <input type="checkbox"/> Competency not Demonstrated
Quality Content Specific Professional Development (Must include reflection) (The teacher has actively participated in quality professional development activities to improve teaching in the specific content)	<input type="checkbox"/> Demonstrates Competency <input type="checkbox"/> Competency not Demonstrated

Overall Team Assessment: ☐ Demonstrates Competency (Competency must be demonstrated in each factor)
 ☐ Competency Not Demonstrated

Team Suggestions (to be used only if the portfolio fails to demonstrate the teacher's content competence):

Team Members: _____
(Please type or print)

Team Leader Signature: _____ Date: _____

PLEASE SUBMIT THIS FORM, ALONG WITH THE PORTFOLIO ASSESSMENT REPORT TO YOUR LOCAL DISTRICT, ISD, OR PSA SUPERINTENDENT OR CHIEF ADMINISTRATOR BY JUNE 30, 2006.

CONTENT/SUBJECT AREA PORTFOLIO ASSESSMENT REPORT

Print full name as it appears on the Michigan Teaching Certificate

Social Security Number

Home Telephone #

Current Home Address

City

State

Zip

Place of Employment (District)

Building

I hereby assure the Michigan Department of Education that I hold a valid Michigan teaching certificate and have attached my Highly Qualified Content Area Portfolio and assessment team evaluation as mandated by the federal *No Child Left Behind* legislation.

Signature of Teacher

Notary or signature of building or district administrator

Date: _____

Misrepresentation or falsification of information may result in suspension or revocation of the teaching certificate.

PLEASE SUBMIT THIS FORM TO YOUR LOCAL DISTRICT, ISD, OR PSA SUPERINTENDENT OR CHIEF ADMINISTRATOR BY JUNE 30, 2006.

Mandated by Federal *No Child Left Behind* Legislation